



**General Training On Methodologies For
Geological Disposal in North America**
IAEA Network of Centers of Excellence



**Project Management in a
Regulatory Environment**



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Topics of Discussion

- Short and Long Term Planning
- Conducting Work - Measuring Progress
- Communicating with External Parties
- Maintaining a Record

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Planning: Define Work

- Technical activities
 - scientific investigations
 - preliminary design work
 - preliminary model development
- Regulatory activities
 - definition of requirements
 - interactions with regulator & oversight bodies
 - permitting
- Administrative activities
 - cost and schedule
 - records

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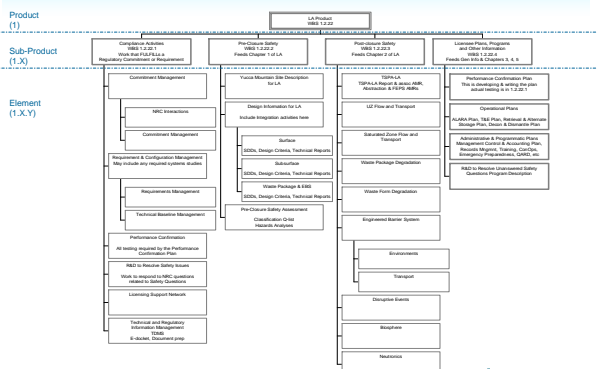


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Planning: Organize Work

- Development of a work breakdown structure
 - Functions or products?
 - Logical increments of work
- Identify Key Milestones
- Develop logic-driven schedule
- Risk identification and management
 - define factors that might impact successful completion of work
 - develop contingencies
 - monitor status

SAMPLE WORK BREAKDOWN STRUCTURE - PRODUCT ORIENTED



Planning: Budget

- Develop cost basis for conducting work
 - consider both direct and indirect costs
- Apply to proposed work scopes
- Basis for developing annual budgets and total system costs
- Pitfalls of annual appropriations
- Importance of accurate costing
- Reporting of actual costs - Level of Effort vs products

Conducting Work: Define Expectations

- Requirements for quality of work
 - traceable
 - reproducible independent of original investigator
 - ensure worker and public health and safety
- Clear definition of Product content and level of detail
- Criteria for accepting Products
 - review criteria
 - schedules
- Basis and timing of payment of fee tied to products

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Communicating with External Parties

- Regulator responsible for issuing License (e.g. NRC)
 - Formal meetings that include public participants
 - Informal contacts to discuss plans or clarify information
- Environmental
 - acquire and maintain applicable permits to conduct work
- Oversight groups (e.g. NWTRB)
 - Formal meetings and informal discussions
 - level of access
 - process for evaluating recommendations and incorporating, if appropriate, into program

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Communicating with External Parties

- Independent peer review panels
 - analyzing recommendations and incorporating, as appropriate, into program
- Scientific community
 - publications
 - peer reviews
 - technical meetings
- General public
 - plain language
 - community advisory boards

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Maintaining a Record

- Use of Scientific Notebooks
- Document Decisions
 - baseline program
 - document bases for changes to program
- Ensure traceability and transparency
 - data
 - conclusions
 - model development
- Accessibility to the Scientific community
- Long term storage and maintenance of records

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